

GRINNELL HUMAN RIGHTS COMMISSION

BRIEF OUTLINE OF COMPLAINT PROCESS

Please contact the City Clerk if you need help filling out the attached complaint form.

Note that at any stage of the process outlined below, the Grinnell Human Rights Commission may choose to refer the matter to the Iowa Civil Rights Commission for handling.

- Complainant must submit to the City a signed complaint within 180 days of the last alleged discrimination incident.
- Once the complaint is filed with the City, a copy will be forwarded to the Iowa Civil Rights Commission, and the Respondent notified of the complaint. Thereafter, appropriate case information will be sent to all parties.
- The Commission will inform the Complainant of rights and options.
- The Commission will invite both Complainant and Respondent to pre-finding mediation. If the complaint is resolved during this mediation process, it will be dismissed and the matter ended.
- If pre-finding mediation does not resolve the complaint, an Investigating Committee will determine probable cause, and the Commission will notify both Complainant and Respondent of the findings.
- If the Investigating Committee finds no probable cause, the Complainant may request that the City Attorney review the decision. If the City Attorney finds probable cause, the Investigating Committee will re-evaluate the complaint. If the Investigating Committee again finds no probable cause, the matter is closed.
- After the Investigating Committee finds probable cause, the Commission will invite both Complainant and Respondent to post-finding mediation. If one or both parties decline to participate in this mediation, a Commission-appointed Negotiation Committee will work individually with the parties to search for a satisfactory resolution. If either the post-finding mediation or the Negotiating Committee's efforts results in a signed agreement, the matter is closed. If no agreement is reached, the matter proceeds to public hearing.
- If the complaint proceeds to public hearing, the Commission appoints a Hearing Officer or Hearing Committee. The Hearing Officer's or Committee's findings are reported to the Commission for a final decision.

All stages of this process are reported as they occur to the Iowa Civil Rights Commission and are conducted in accordance with relevant provisions in the Code of Iowa. Any signed agreements resulting from this process are submitted to the Iowa Civil Rights Commission.

March 2008

